



Base Bulletin

Vandenberg AFB, CA 93437-0759



21May 2003

No. 21

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items via email to publishing.management.dci@vandenberg.af.mil or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-6-6614 to arrive at 30SCS/SCSP-DCI by noon Friday, the week before you want your item to appear. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

SECTION I — ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961.

Safety Hazard: Dial 5-SAFE (If off base, dial 605-SAFE).

SECTION II — OFFICIAL7

1. Team Vandenberg:

a. Vandenberg AFB Technology Exposition: 21 May 03, 1000-1400 at the Pacific Coast Club. All personnel are invited to attend at no fee. Many different exhibitors will be on-hand demonstrating the latest computer hardware, software and services. There is no fee to attend and complimentary refreshments will be served. Free giveaways will be available while supplies last. POC: 30SCS, Leslie Listwak at (301) 596-8899 or via email at Listwak@ncsievents.com.

b. Unit Security Manager Formal Training Course: 21-22 May, 0830 at bldg 11025. In accordance with DoD 5200.1-R and AFI 31-401, newly assigned security managers are required to attend a formal information security-training course. Please contact your current unit security manager for enrollment. For more information, contact the 30 SFS/SFAI at 6-4615.

c. Information Manager's Call: 22 May, 1230 hours in the Western Range Operation Control Center (WROCC) Auditorium (Bldg 7025). In addition to the IM Call, we will be entering our first phase of administration communication training. This training will entail marking and mailing of classified material. 3A0's who have not had formal training in this area should bring their training records. We will be conducting monthly training in this area to ensure our 3A0s are prepared for AEF commitments and future assignments. Base administrative assistants are also highly encouraged to participate. POC: 30SCS/SCB-1, SMSgt Fischer at 6-3077.

d. Cancellation Base Legal Claims Briefing: The briefing scheduled for 22 May 03. 1300 has been canceled due to an official office function. We will not be open for legal assistance that day. If you need official emergency legal assistance, please contact the on-call Attorney at 588-2822. POC: 30SW/JA, TSgt Samples, SSgt Egelston, or Annie Toves at 5-6214.

e. 101 Critical Days of Summer: This event commences on 23 May 03 with the Memorial Day weekend and goes through the Labor Day weekend. General Lord has requested that all Commander's, supervisors, personally contact their subordinates and administer a face to face briefing with them on the importance of exercising safety and good judgment during the summer months; especially those whom have returned from a deployment and will be off from duty for a limited amount of time. Finally, remember to express Gen Lord's philosophy which is: "Safety is an attitude....get one!"

f. Base Bulletin Announcements: 26 May 03 is a Federal Holiday. The Publishing Management Office-DCI requests Base personnel assistance with submitting announcements NLT 1200, 23 May 03, for the Bulletin to be issued 28 May 03. We appreciate everyone's cooperation with this request. POC: 30SCS/SCSP, 6-7892 or 6-7894.

g. Retirement Ceremony: Colonel Edward L. Bolton, Jr. Commander, 30th Operations Group cordially invites you to a ceremony honoring Ms. Barbara D. Mock on her retirement from Civil Service on 30 May 03,

1000 in the Western Range Operation Control Center (WROCC) Auditorium, Bldg. 7025. RSVP NLT 27 May 03. Reception will immediately follow upstairs after the ceremony. POC: TSgt Sabadin, 6-9883.

h. Retirement Ceremony: Colonel David J. Thompson, 30th Space Wing Chief of Safety cordially invites you to attend the retirement ceremony in honor of Lieutenant Colonel Mark W. Schoning, 2 Jun 03, 1000 in the Readiness Review Center, Building 8500. POC: TSgt Mark Shydliniski at 6-8805 or 5-2128.

i. 534TRS Deactivation Ceremony: Lt Col Adolpho J. Fernandez, Commander and the men and women of the 534TRS cordially invites Team Vandenberg and Tennant units to the deactivation ceremony on 12 Jun 03, 1030 at the 381st Flagpole. POC: 392TRS/DOA, 2Lt Hane at 6-1642.

j. Airmen Against Drunk Driving: Looking for a free, safe ride home with no questions asked? Call us and we will come get you! 605-AADD is the number. We care, do you? (30CES/CCS/DP, 6-3612)

k. Library Aide Position: Part-time – 15-20 hours a week. Education: High School Diploma and one or more years beyond High School. Experience: One year general experience with clerical, office, or library work. Knowledge of library filing systems or experience working in a library is helpful. Alphabetizing and correct placement of new and returned material is very important. Computer literate with excellent written and verbal skills. Able to multi-task and service oriented with excellent interpersonal skills. Physical Requirements: Must be able to stand during an entire shift if need be and some lifting of library materials. Duties: Processing Serials and Mail, Weeding of Library Collection, Book and Equipment Inventory, DRMO (packing books into boxes), Shelving, Filing Update Pages, Technical Orders - inputting updates, Perform other general duties as assigned. Wage: Above Minimum Wage. (This position is for the Vandenberg Air Force Base Technical Library- under the contractor MoonSpace Corporation. This is a temporary position for the summer of 2003, and possibly longer. The position will be available June 1, 2003. The individual will be trained. Please send resumes to: Vandenberg AFB Technical Library, Attention: Michele La Rue Knight, 806 13th Street, Building 7015, Room 115, Vandenberg AFB, CA 93437, (805) 606-9745.

1. The Statistics on Teens and Children: Young people ages 15 through 20 comprise 6.7 percent of the driving population and 14 percent of the drivers involved in fatal crashes. The fatality rate for teenage drivers is about 4 times as high as for driver's ages 25 to 69. In addition, teenage drivers put their teenage passengers at risk. Two out of every 3 teens who die as passengers were in a vehicle with a teenage driver at the wheel. In 1997, more than 2,200 teens were killed in alcohol-related crashes. Young people ages 16 to 29 - especially males - are one of the population groups at highest risk of fatigue-related crashes. POC: Florence Pangelinan, 30SW/SEGB, 6-8804.

2. 30th Space Communications Squadron:

a. EMSEC, COMPUSEC, IAAP, COMSEC, Network Security? Find out more on the AFSPC Information Assurance web page at <https://midway.spacecom.af.mil/infoprotect/index.htm>. (30SCS/SCBI, 5-2352)

b. Records Management Appointment Memorandums: The Base Records Management Office is currently reviewing its RM appointment memorandums and asks that all units update their RM appointment correspondence and send to 30 SCS/SCBR (Base Records Management). In addition, request for RM training can be incorporated in the appointment memorandum, faxes accepted at 6-0261. (30SCS/SCBR, 6-4212)

3. Traffic Management Office:

a. Separating, Retiring or PCSing? PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: SSgt Papa, ext 6-0904 (30LRS/LGRT)

b. It's Your Move: If you are scheduled to make a Government sponsored move this message is for you. The Traffic Management Office (TMO) would like to send you information to assist you with your move. Along with the briefings, an "E" package of tips and information on your upcoming move can be emailed to your computer. POC: Maureen Burt, 6-6932/33 (30LRS/LGRT)

4. Civilian Personnel:

a. Voluntary Leave Transfer Program: Jeannette H. Parker - Vandenberg AFB, Anonymous (employee does not wish to be identified) - Tyndall AFB, Janet Brown, Ethel Carter, Richard Porterfield, and Sue Sommers - Scott AFB, Denise Christopher - Luke AFB, Kaye Ferguson - Los Angeles AFB, Debra Bucheck, Kevin Hanson, Anthony Karas, and Gail Knitter - General Mitchell IAP WI, Lora Hudson - Kirtland AFB, Jane Kelsey - Eglin AFB, Jeff Moody - Patrick AFB, Jacquelyn Schmidt - AF Academy, Mary Shepherd - Robins AFB, Yvonne Williams - Dobbins ARB, and Michael Zarbo - Ramstein AB are all in need of leave donations. Civilian employees who would like to donate a portion of their annual leave must complete an Optional Form

630-A. You can go by Building 11777, Room B-103 to pick-up and/or turn in your form. You can access this form on the web at: http://www.opm.gov/FORMS/PDF_FILL/opm630A.pdf.

b. Weingarten Right: Federal civilian employees who are members of a bargaining unit have the qualified right to union representation during investigatory interviews/meetings. This Weingarten right is mandatory when the following four (4) conditions are met:

- a. The meeting between the employee and management official(s) must be an examination;
- b. The examination must be in connection with an investigation;
- c. The employee must reasonably believe that disciplinary action may result from the meeting; and
- d. The employee must request representation.

c. Flexible Spending Account (FSA) Initial Open Season: 19 May through 20 Jun 03. FSA is a pretax benefit for federal civilian employees which may be used to pay for certain non-reimbursable healthcare expenses such as dental care, co-payments, deductibles, non-covered services, services with dollar or visit maximums, and laser corrective vision. Employees who elect to enroll in this program will contribute taxes from their salary each pay period. The initial Plan Year will be 1 Sep 03 through 31 Dec 03. Expenses incurred prior to 1 Sep 03 are not eligible for reimbursement. Beginning in 04, this season will commence from 1 Jan through 31 Dec of each year and will coincide with the FEHB Open Season.

There are two types of FSA: Health Care FSA (HCFSA) and Dependent Care (DCFSA). Health Care FSA covers certain medical and dental expenses for the employee and eligible family members not reimbursed by any other source and not claimed on the employee's income tax return. The maximum an employee may contribute per plan year is \$3,000. The minimum contribution is \$250. Dependent Care FSA (DCFSA) - covers eligible dependent-care expenses enabling the employee (and spouse, if married) to work or seek work, or allows the spouse to attend school full-time. There is a \$5,000 maximum per plan year (\$2,500 if participant is married and filing a separate income tax return). The minimum contribution is \$250. BEST will not be involved in the FSA program. Enrollment will be conducted directly with SHPS (the administrator of the FSA program) via the FSAFEDS website at www.fsafeds.com or a toll-free telephone call to a SHPS customer service representative at 1-877-372-3337. If you wish to participate, you must make a "positive" election, each year. Elections are irrevocable once the plan year has begun, unless you experience a qualifying "change in status" event. Employees who use the website to enroll will receive a little pop-up message that reminds them their election begins 1 Sep of each year instead of 1 Jul. Employees will need to know their payroll office number, which is currently included on their leave and earning statements in the remarks section. Money in an employee's account will be forfeited if not used by the end of the Plan Year. A statement about forfeiture of funds will be included on the Federal FSA website. POC: 30MSS/DPC, Kelly Loneta, at6-5847.

5. Security Forces Squadron: (30SFS/SFTC, 5-5025)

a. Neighborhood Watch Program: This program is run by you and designed to help ensure a safe and secure neighborhood. If interested in starting this program in your area call 5-0792. (30 SFS/SFOS)

b. Vacation Quarters Check: If you live in base housing and plan to take leave or go TDY, have Security Forces check your home while you are gone. To make arrangements, stop by the Law Enforcement Desk, Bldg. 13675. For more information call 5-0792. (30 SFS/SFOS)

c. Firearms Registration: IAW 30 SWI 31-101, Installation Security Program, Paragraph 14.3.1. all base residents who own or possess firearms must register them with the Pass and Registration Office. To initiate the process, request an AF Form 1314, Firearms Registration, from your orderly room. After completing in triplicate, take the signed form to Bldg, 11777, Room C-111. For more information, contact your Resource Protection Monitor, or call 5-0797. (30 SFS/SFOSP)

OFFICIAL

Robert M. Worley II
Colonel, USAF
Commander

Mary E. Meyer
Chief, Publishing Management

SECTION III — UNOFFICIAL**General Information:**

- a. Military Service Station Closure:** 21 May 03, 0700-1600. The Military Service Station will be closed for replacement of an electrical control box by Civil Engineering. We anticipate the work will be completed in one day. We encourage personnel to plan ahead by refueling their vehicles if necessary before 0700 hours on Wednesday in case the scheduled work is not completed. (30LRS/LGRDMF,6-8710)
- b. Clinic Closure:** 22 May 03, 30MDG will be closed for training. For emergencies (threat to life, limb or eyesight), please call 911 or go to the nearest Emergency Room. For urgent care, call 888-252-3299 or 6 CARE. (30MDG/CCE,6-1409)
- c. American Legion Golf Tournament for Scouts:** 24 May 03, 4-man scramble, registration at 1030 and tee-time at 1200 at Marshallia Ranch Golf Course. Entry fee is \$50 and includes dinner. Dinner guest is \$7. Green fees and Cart: Members \$9, Non-Members-Military, \$25-\$28, Non-Members-Civilians, \$39. Prizes: 04 Pontiac Grand Prix or 03 Chevy Trailblazer, 36 dozen Nike Golf Balls, set of Nike Pro Combo Irons, GMAC Smart Card certificate and Nike Forged Titanium Driver. POC: Lee Wise at 733-4246.
- d. 30th Range Squadron Car Wash:** 31 May 03, 0900-1400 at the Vandenberg Center Parking Lot. This is sponsored by the 30th Range Squadron Booster Club. (30RANS/D-OOA, 5-8550)
- e. Vandenberg Chiefs Group Pancake Breakfast:** 3 Jun 03, 0645-0930 in the Chapel One Annex. This is a dining in or carry out breakfast. Price is \$4.00 presale or \$5.00 at the door. You may purchase a ticket from any Chief on the installation. (30 SCS/SCS-1, 6-1793)
- f. Immunization Updates:** A recent review of the Air Force Complete Immunization Tracking Application database on children assigned to the 30th Medical Group, under the age of 2 years, revealed deficiencies in immunization status. We understand this may only be a matter of omission or incomplete documentation. Please bring your child's shot record to the Immunization Clinic for review prior to future medical appointments. (30MDG/SGSB, 6-8474)
- g. Military Family Housing Residents Bulk Trash Pickup:** Scheduled pick-ups are the 2nd and 4th Monday of each month at 0700 and residents should place all bulk trash items to the curb. If a Federal holiday is on a Monday then trash pickup will be on Tuesday at 0700. Bulk trash does not include the following items: recyclables such as cardboard boxes; green waste, or items that does not fit into the black refuse can. Please use plastic garbage bags instead of cardboard boxes to put trash in. Residents should ensure that their pickup areas are not blocked with parked cars, basketball hoops, bicycles, etc. If housing residents are PCSing or separating from the military and have a copy of their orders they may take their bulk trash items directly to the landfill. For more information read your Housing Brochure or contact Service Contracts, 30 CES/CEOEC, at extension 6-2330.
- h. Military Family Housing Residents Electronic Waste Disposal:** These items may be disposed of at the Collection Accumulation Point, Bldg. 6830 for recycling on Monday through Friday from 0800-1600. Items as TVs, computers, monitors, microwave ovens and stereo's may not be disposed of in the trash or the landfill? For more information please call 30CES/CEV at 5-0544.

Health and Wellness Center: (To Pre-Register for classes call 6-2221)

- a. New Classes:** The Health and Wellness Center now offers 2 new classes on a quarterly basis, Breastfeeding and Infant Care, and Exercising During Pregnancy. These classes will aid you in what type of exercise is allowable during your pregnancy and tips and techniques on how to successfully breastfeed and take care of your new baby. The next classes will be held on 22 May 03. The Breastfeeding and Infant Care will take place from 1000 - 1200 and the Exercise Class will be from 1400 - 1530 (this class is informational only, you will not be exercising during this class). For information or registration call the HAWC at 6-2221.
- b. Civilian Fit Time Approved:** The long desired Civilian Health and Fitness Program has been approved on a 6-month trial basis. Call the HAWC for details at 6-2221.

Chapel: (30SW/HC, 65773)

- a. New Chapel Hours:** The Chapel is open from 0700-1700 Monday — Friday. Any questions, call 6-5773.
- b. Daily Prayer:** Every morning from 0715-0725 at Chapel I. All Vandenberg is invited to pray for our Nation, Troops & Families.
- c. Worship Schedule:** **Catholic Mass** Sat, 1700 Chapel II; Sun 1000, Chapel I; Daily Mass 1130 M-F, Chapel II. **Protestant**—Praise & Worship 0830 Sun, Chapel II; Gospel 1130 Sun, Chapel II; Traditional 1130 Sun, Chapel I.
- d. 381 Training Group Chapel Events:** Please come and join us for the following weekly events: Bible Study & Prayer on Wednesday's from 1130-1230 Group Conference room (Bldg 8290). Friday from 1730-1830

Praise & Worship Service at the Group Auditorium (Bldg 8290). Friday from 1830-2000 Pizza/Game Social in the Group Foyer (Bldg 8290). These events are open to all. For those desiring to volunteer in Group Chapel Ministry's please coordinate with the 381 Training Group Chaplain. POC: Ch Beeman 6-8963.

e. G.I Java: Need a shot of Caffeine? All dorm and Billeting residents are invited to come and enjoy *FREE* lattes, frappicinos, sodas, chips, and fellowship at a world-class *CYBERNET CAFÉ!* Open 7 days a week, 1700-2100. Located in the Delta Dayroom across the street from Breakers Dinning Facility. For further information, contact SSgt Jennifer Wilkins or Chaplain Mike Martin at 6-5773.

Family Support Center: (To pre-register for all classes, workshops, and seminars, call the designated POC)

a. Marriage Enrichment Counseling: Offered on a one-on-one basis for couples married or planning to marry. Contact Linda Bastine at 6-9958 to make an appointment.

b. Office Closure: The Family Support Center will be closed for staff training every Monday from 0730-0930. Personnel requiring emergency Air Force Aid will be assisted. POC: Sally Galligan, 30 MSS/DPF, 6-0801.

c. Women, Infants, & Children (WIC): 22 May 03. A Satellite Office is at the Family Support Center from 0800-1630 for Vandenberg personnel who meet program requirements. WIC is a nutrition education program that provides supplemental food that promotes good health for pregnant, breastfeeding, and postpartum women, infants and children up to age five. For more information call 6-0039 or the Lompoc WIC Office at 737-6470 for an appointment.

d. Newcomer Orientation: 27 May 03 0830-1145 at the Pacific Coast Club. Hear about Vandenberg and their programs that they have to offer. There's a Community Fair at 1115-1145, which is child friendly, where you will learn more about the Base and local community. Call 6-0801 for more information.

e. Single Parents Support Group: Meets the fourth Tuesday every month, 1130 to 1300 at the Services Center. This is an opportunity for single parents to meet other single parents as well as discuss any stressors with their responsibilities at home or at work. Contact Linda Bastine at 6-9958. Registration is not required.

30th Services Squadron: (30SVS/SVK, 6-0276)

a. Auto Hobby Shop: (30SVS/SVRA, 6-6013)

- **Auto Skills Classes:** By appointment. Tune-up and maintenance class for non-mechanics and equipment safety classes.

b. Bowling Center: (30SVS/SVRB, 6-3209/734-1310)

- **Deployed Spouses Day:** Tuesdays, 0900-1200. Deployed spouses can play for just \$1 per game. All pre-school age children bowl for free with a paying parent.
- **Airmen's Night:** 22 May 03, 1700-2100. Every Thursday night at the Bowling Center, E-4's and under bowl for just \$1 per game.
- **Thunder Alley:** Thursdays, 1800-2100, Fridays, 2200-0100 and Saturdays, 2100-2400.

c. Breakers Dining: (30SVS/SVMF, 6-7540)

- **Extended Dining:** Breakers has extended the Saturday dinner hours to 1600-1900 on a trial basis. These hours will run through 31 May 03.
- **Deployed Spouses:** Thursdays, starting at 1800. Open to all spouses and dependents of deployed members. This offers spouses a chance every week to socialize with other spouses and gives them a break from cooking. E-4 and below pay cost of food only, E5 and above include surcharge.

d. Child Development Center: (30SVS/SVYC, 6-1555)

- **Give Parents a Break:** This program offers parents one evening of childcare per month for parents who need a break. Give us a call and find out if you qualify.

e. Family Child Care: (30SVS/SVYD, 6-3255)

- **Providers:** The need for Child Care Providers has never been greater! Help make a difference, find out how you can become a licensed childcare provider. Contact Gwendolyn Jones at 6-4639 or 6-3255.

f. Fitness Center: (30SVS/SVMP, 6-3832)

- **Body Composition Testing:** 21 May 03, 1100-1300.
- **May Fitness Day:** 30 May 03. Sign up at the Fitness Center today!

g. Library: (30SVS/SVMG, 6-4202)

- **Pre-School Story Time:** Every Thursday at 1000.
- **Dial-a-Story:** The phone number is 6-4300 (Available 24/7, changes each Sunday).

h. Marshallia Ranch Golf Course: (30SVS/SVRG, 6-6262)

- **Youth Golf Lessons:** Saturdays at 1330pm. For ages 8 years and up. Cost is \$5 each session, includes use of rental club set and range balls.

i. Outdoor Recreation/Equipment Checkout: (30SVS/SVRO, 6-5908)

- **Santa Barbara Sailing:** 31 May 03, 1030-1730. Cost is \$46 each. Make an escape for the high seas with Outdoor Rec! Limited space is available.
- **Horseback Riding:** 7 Jun 03, 1330-1445. Enjoy a horseback ride at the Pacific Dunes Ranch in the Oceano preserve. Sign up at Outdoor Rec by 30 May 03. Cost is \$35.

j. Pacific Coast Club: (30SVS/SVRMC, 734-4375 or 734-4376)**Entertainment/Events:**

- **Club Card Drawing:** The drawing is every Friday between 1700 and 2000. \$50 giveaway in each lounge each week. Must be present to win.
- **Classic Rock DJ:** 23 May 03, 2100-0200. Music by Rick Anderson and 'Big Dog' from 99.1 The Fox. T-Shirts, promo records and more!
- **Karaoke & DJ:** 23 May 03, 1800-2200, in the Officers' Lounge.
- **Mug Night:** 24 May 03, 2100-0200, in the Enlisted Lounge.
- **All Nighter:** 25 May 03, 2100-0400, in the Enlisted Lounge.

Menu:

- **Pacific Fried Chicken Night:** Tuesdays, 1700-2000.
- **Pasta Mania Buffet:** Thursday Nights, 1700-2000. Children 4 years and younger are free, children age 5-11 are half price.
- **Mongolian BBQ:** 21 May 03, 1800-2000.
- **Steak Night:** 28 May 03, 1700-2000.
- **Weekly Lunch Schedule:** Tuesday-Mexican, Italian, or Oriental Buffet (on a rotating schedule), Wednesday-Santa Maria BBQ Buffet, Thursday-Chicken and Ribs Buffet, and Friday-Seafood Buffet.

k. Rod & Gun: (30SVS/SVRR, 6-4560)

- **Open Shoot:** Open Trap & Skeet shoot every Wed, Fri and Sat morning at 0830.
- **Intramurals:** Season is underway. See your sports unit rep for details.
- **Sporting Clays:** 2nd and 4th Sundays each month.

l. Services Center: (30SVS/SVYR, 6-7976)

- **Free Dance Lessons:** Wednesdays, 1830-2100. Free country-western line dancing lessons.
- **Natural Knead Massage:** Custom gift baskets and gift certificates are available for Mother's Day.

m. Skills Development: (30SVS/SVRS, 6-6438)

- **Classes & Workshops:** Woodworking, Ceramics, Stained Glass, Framing, and Auto Skills classes are available. Stop by for a complete schedule.
- **Ukrainian Egg Painting:** 24 May 03, 1830-2100.

n. Swimming Pool: (30SVS/SVRO, 6-3581)

- **Lap Swim:** Mon-Fri, 1000-1300.
- **Water Safety:** Looking for a great summer job as a swim lessons instructor? Sign up for the American Red Cross water safety instruction course at the Base pool. Must be at least 17 years old. Course runs 24, 25, 26, 31 May 03 and 1 Jun 03.
- **Memorial Day Swim:** 26 May 03, 1200-1600. Come out and get wet as the Family Aquatic Center opens up for a special Memorial Day swim. Cost is \$1 for youth's ages 14 and under, \$2 for ages 15 and up and active duty personnel.

o. Youth Center: (30SVS/SVYY, 6-2152)

- **Vandenberg Flyers:** Cheerleading/Dance Team program for ages 4 and up. Sign up at the Youth Center.
- **Summer Camp:** Open registration runs through 21 May 03. Please contact the youth center for more information.
- **Hoops Registration:** 21 through 30 May 03. Sign up for the Operation Teen Night Hoops this summer at the Youth Center. Cost is \$ 25 (\$20 for Youth Center members). Season will run from 9 Jun 03 through 28 July 03. Limited slots available per division.
- **Magic Mountain Sign-up:** 14-21 May 03. Don't miss the sign-up period for the 6 Jun 03 Magic Mountain Trip. Register at the Youth Center front counter. Limited slots are available.
- **Arena Soccer Clinic:** Registration is underway through 13 Jun 03. These three-day clinics will run from 23 through 28 June 03. Cost is \$15. Sign up at the Youth Center.

Education Center: (30MSS/DPHE, 5-5904)

a. Military Personnel Management Course (MPMC): The Civilian Management Training Committee is hosting a Military Personnel Management Course 22-23 May 03 in bldg 14007, room D-4, across from the Commissary. Course hours are 0800-1600 daily. It is open to all civilian and military supervisors of military

personnel. The course gives supervisors of military employees practical information on their responsibilities for military personnel management. The Air Force supervisory requirements in each area are discussed with emphasis on local policies and procedures. Space is limited and seats will be filled on a first come, first serve basis. If you would like to attend please contact Ms. Barbara LeFebvre, Civilian Training Office, 5-5913.

b. Civilian Management Training Committee (MTC): The next Civilian Management Training Committee will meet on 29 May 03. If you wish to have a civilian training request considered for funding at the next meeting please have your packages submitted to 30 MSS/DPHE, Civilian Training, bldg 14002 (across from the Commissary), by COB 23 May 03. All packages must include an original DD Form 1556, course information, and a letter of justification and registration information. If you have any questions please contact Ms. Barbara LeFebvre, Civilian Training Office, at 5-5913.

c. English College Level Examination Program (CLEP) with Essay Test: 6 Jun 03, 0800 at the Base Education Center. For more information or to schedule, please call the Base Education Center at 5-5904.

d. Scholastic Aptitude Test (SAT) Exam: 13 Jun 03 0800 at the Base Education Center. This test is open to active duty military only. The SAT may be required for various Commissioning Programs. For more information or to schedule, please call the Base Education Center at 5-5904.

e. Career Enhancement Plans (CEP): the Civilian Training Office has distributed The FY04 Career Enhancement Plans to supervisors of Career Program Registrants. The CEP is primarily designed to document required training and development needs for registrants in Air Force Civilian Career Programs. It replaces the individual development plan (IDP) and provides an in-system interface between individual training requirements and the career program training budget process. The CEP is also a mentoring tool. In preparing the CEP, the supervisor and employee tailor enhancement activities to individual needs. The supervisor may also use the CEP to help evaluate an employee's short and long-term training requirements that will help the employee reach a certain goal. The Civilian Training Office is required to have all CEP training inputs updated by 27 Jun 03. Therefore, the suspense for CEPs to be returned to the Civilian Training Office is 13 Jun 03. Point of contact is Ms. Barbara LeFebvre at 5-5913.

f. Tuition Assistance for Career Program Registrants: Civilians who are registered in a Career Program are eligible for tuition assistance. Under Civilian Tuition Assistance Program (CTAP) policy, Career Programs will use a standard rate of 75% of tuition costs not to exceed \$187.50 per semester hour or \$124.50 per quarter hour and will be limited to \$3500 per fiscal year. TA will not be provided, in whole or in part, for courses for which the employee is receiving other federal or state tuition subsidies such as Veterans Administration educational benefits, scholarships or grants, etc. Funding is limited and submission of a mission-related request for TA does not mean automatic approval. Registrants should not attend any classes until funding documents have been approved by Career Programs. To apply for Tuition assistance the individual must submit a DD Form 1556, Request for Training, to the immediate supervisor for signature in block 32. The individual then faxes the DD Form 1556, a course description, and cost to their appropriate career program. Refer to Section 3 of the DPK Training Guide for more information on tuition assistance and Section 5 for specific requirements for each career program which can be found at: <http://www.afpc.randolph.af.mil/cp/DPKD/guide/default.htm>. Questions can be referred to Ms. Barbara LeFebvre, Civilian Training Manager, at 5-5913.

Computer Training: (MCA, 6-3771)

a. Personal Computer Systems Training: Call for information and dates for our new classes, Adobe Acrobat Writer, Photoshop Elements, and Advanced Access. Learn Introduction to Computers -- A basic class for beginners; Word 2000; Word Advanced; Excel 2000; Excel Advanced; PowerPoint 2000; Access 2000 Beginning; Access 2000 Intermediate; Access 2000 Advanced; Access Lab; Palm PDA Beginning; Project 2000; Publisher 2000; Front Page 2000; Outlook 2000; and Outlook Email Only (a class specifically for those in process of getting an email account). In addition to the existing traditional demonstration/lecture courses offered at the Computer Training Facility located within Bldg. 9360, MCA Engineers, Inc. also reserves 4 hour blocks of time specifically for those students interested in completing Computer Based Training (CBT) Courseware. This provides an alternate method for those who are unable to satisfactorily complete CBTs at their Personal Computer in their work environment. Slots are available both in the morning and afternoon time frames. Call 6-3771 for more information, or e-mail: lexi.schwartz@vandenbergh.af.mil

b. Computer Tip: Use Guides To Measure Distances - Normally when you drag a guideline from one place on the screen to another, PowerPoint shows you ToolTip readout of the guide's distance from the center of the slide. That's useful sometimes. But it's not at all helpful when you want to know the distance from one point to another on the slide. Luckily, you can use guides for other types of measurements if you're Shift-y. Position a guide at the starting point of the distance you'd like to measure, then hold down the Shift key as you drag the guide to the ending point. Now, instead of giving you a "distance-from-center" readout, PowerPoint starts

with a measurement of 0 (zero) and increases it as you drag the guide, so you can tell exactly how far it is from here to that rectangle over there. Or to Tipperary on the map image you just imported. One little problem: It's hard to make precise measurements of small distances because the guide and its measurement readout values are locked to the grid and jump in fixed increments. To temporarily disable the grid, hold down the Alt key in addition to the Shift key as you drag the guide. Zooming in on the slide will also help you make more accurate measurements. Also, you can make additional guidelines by holding down the CTRL key and dragging a guide. POC Lexi Schwartz 6-3771

c. Available Classes: The following classes currently have room and are available on a "first come-first serve" basis. Email us to register for classes you would like to attend.

Class	Date(s)	Time
Office -- Routing Documents	5/21	11:30-12:30
ADPE EC Training	5/21	09:00-11:00
Outlook - Rules & Organizing Email	5/23	11:30-12:30
Project 2000	5/27-30	08:00-11:00
Excel - Macros	5/28	11:30-12:30
EMSEC Training	5/28	08:00-11:30
Excel Advanced	5/30	13:00-16:00
Acrobat Reader	5/30	11:30-12:30

Note: Walk-ins are always welcomed!

American Red Cross:

Lompoc Valley District Office, 312 H Street, Lompoc (805) 736-5110. All Disaster Preparedness classes are free! Email us: <mailto:disaster@sbaco-redcross.org>.

a. Shelter Simulation #3068-12: 22 May 03, 1800-2200. Part 2 of a two-part course that teaches participants to open, maintain, and close a shelter. The simulation is a tabletop exercise conducted under the guidance of the instructor.

b. Providing Emergency Assistance to Families #3072: 24 May 03, 0900-1700. Prepares participants to interview and provide standardized financial assistance to victims of smaller, chapter based disasters and larger, nationally administered disaster operations

c. Disaster Action Team (DAT) Workshop #4001: 27 May 03, 1800-2000. Prepares participants to serve on the chapter Disaster Action Teams that respond to local residential fires and provide immediate assistance to those who are displaced.

d. Communications For Disaster Workers #3058-A: 27 May 03, 2000-2200. Familiarizes participants serving on assignments with the knowledge of communication regulations and procedures and the ability to operate communication equipment.

Items For Sale and Ride Swap:

For Sale: 2002 Dodge Neon SXT, 2.0 liter V-4, automatic, 2-wheel drive, 4-door, 5,000 miles, AC, power steering, power windows, power door locks, cruise control, AM/FM stereo, cassette, multi compact disc, dual front airbags, ABS (4-wheel), sliding sun roof, premium wheels, rear spoiler, and still under warranty. Must sell! Moving overseas, only asking what we owe. One owner, have routine maintenance records. This car is in pristine condition and is fun to drive. Paid over \$19,000, only asking \$15,300, call Doug at 734-3060.

For Sale: 2002 Chevy Avalanche 4WD SUV/Truck, only 22,000 miles, leather seats front and back, loaded with everything, Z71 off-road package, towing package, \$27,500. If interested call 734-1927.

For Sale: 1993 Mercury Tracer, 4-door, white, automatic, A/C, AM/FM cassette, alloy wheels; 82,500 miles new tires. Excellent car, runs and looks great. Retail valued at \$3,825.00 (KBB). Asking \$3,000.00 OBO. Can be seen at Base Auto Sales Lot. If interested call 734-4440.

For Sale: New Olympic weight set, includes 2 each-45, 35, 25, 10, 5, 2 1/2 lbs plates, a 45lb straight bar, 25lb curl bar, collars, one large used bench, one small used bench. Asking only \$200, serious inquiries only. Pick up or delivery available. If interested please call 740-1882.

For Sale: 1 year old bearded dragon lizard, 40 gallon reptile aquarium, 10 gallon cricket aquarium, UVA/UVB lamp with holder, plus extra accessories. Asking \$300 for all. If interested please call 734-1364.